

# State Health Plan

## Annual Enrollment BEACON Process

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The State Health Plan (SHP) Annual Enrollment will be conducted for BEACON agencies from May 11<sup>th</sup> – May 29<sup>th</sup>. The SHP will mail to current members' home address an enrollment kit starting on May 6<sup>th</sup>. The enrollment kit will contain benefit change information, a monthly contribution rate chart, and a BEACON Employee Self-Service (ESS) guide. Department of Correction employees will receive an enrollment form instead of the ESS guide.

### What are the changes to the State Health Plan?

You can review full details of the changes by reading the Senate bill S287 at <http://www.ncga.state.nc.us/Sessions/2009/Bills/Senate/PDF/S287v8.pdf>

### Do all employees need to make an enrollment change in BEACON?

No. Employees enrolled in the Standard (80/20) or Basic (70/30) plan and do not wish to make any changes are not required to reenroll in the plan. Their plan will continue as before. Employees on the Plus (90/10) plan who do not want to make any changes to their coverage level will automatically be moved by BEACON to the Standard plan, along with any currently covered dependents

### When will BEACON move employees from the Plus (90/10) plan to the Standard Plan (80/20)?

This conversion program will run after all the forms received are entered into BEACON and is tentatively scheduled for June 8<sup>th</sup>.

### What is the last day BEST will accept enrollment forms?

BEST needs any enrollments forms sent to them immediately. Forms should arrive by the end of the annual enrollment, May 29<sup>th</sup>. BEST will accept forms until COB June 2<sup>nd</sup>. Any forms received after this date will not be process and be sent back to the agency.

### How can I determine the employees who are not enrolled in the SHP?

You can run the BI report B0151- Eligible Employees Not Enroll located in the Reports/Benefits folder. You can select your variables to look similar to this but of course for your own agency.

General Variables		
Variable	Current Selection	Description
* Organizational Unit	+20000049(0ORGUNIT)	<input type="checkbox"/> 20000049 State Controller
Plan(s) (Optional)	PPO	<input type="checkbox"/> PPO - Smart Choice Plans
Employee(s) PersNo. (Optional)		<input type="checkbox"/>
* Calendar Month(s)/Year(s) (Mandatory)	03/2009	<input type="checkbox"/> MAR 2009

### When will all the enrollment forms be entered into BEACON?

BEST will complete all forms received that arrived without any discrepancies no later than June 7<sup>th</sup>.

### When can employees verify the BEACON system has accepted their changes?

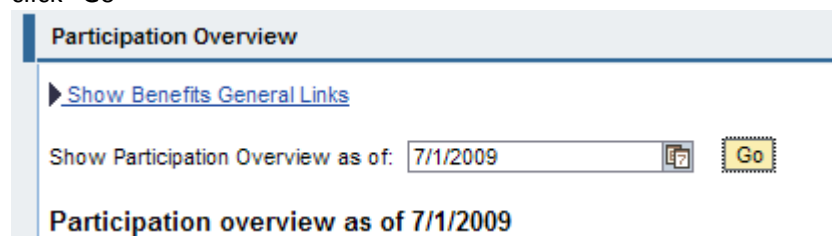
ESS employees can verify the enrollment is in BEACON immediately after saving their enrollment record. In ESS under MyBenefits, the employee can click on Participation Overview.

#### Benefits Participation

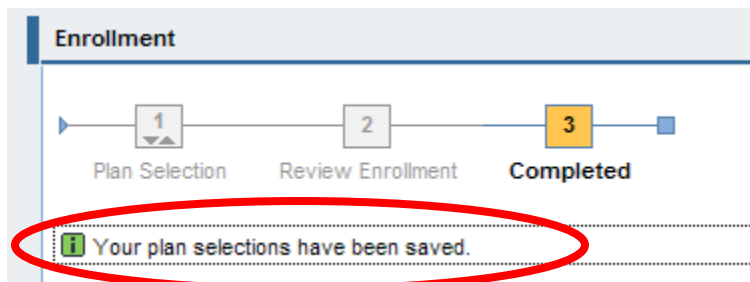
##### [Participation Overview](#)

View a list of plans in which you are currently enrolled.

After opening their Participation Overview, the employee needs to change the date to 7/1/2009 and click "Go"



The employee can now select the PPO Plan and click on Show Participation Details. If the enrollment is not correct then the employee did not save their enrollment and needs to go back to MyBenefits and complete the enrollment again. Instruct the employee to make sure they save the enrollment. The *"Your plan selections have been saved"* statement will appear if the employee successfully saved the enrollment record.



### How can the HBR ensure the enrollments are correct for non-ESS employees?

HBRs should print a Benefits Confirmation Statement for at least all employees without ESS. HBRs should wait until receiving conformation from BEST that all enrollment are entered in BEACON (NLT June 7<sup>th</sup>) before printing the forms. A Benefits Confirmation Statement printing job aid is available at [http://help.mybeacon.nc.gov/beaconhelp/Benefits/Benefits%20Job%20Aids/pdf/Printing\\_Benefits\\_Confirmation\\_Statement.pdf](http://help.mybeacon.nc.gov/beaconhelp/Benefits/Benefits%20Job%20Aids/pdf/Printing_Benefits_Confirmation_Statement.pdf)

### How should employees complete their enrollment changes?

All employees who have access to a computer and ESS should complete their enrollment changes through ESS. A complete 12 page step-by-step guide is available at [http://www.osc.nc.gov/BEST/support/Enrolling\\_in\\_Benefits\\_Online.pdf](http://www.osc.nc.gov/BEST/support/Enrolling_in_Benefits_Online.pdf)

Employees without ESS access should complete a 2009 SHP Annual enrollment form. Forms are sent to BEST.

### How should enrollment forms be sent to BEST?

BEST prefer method to receive forms is by fax. BEST fax number is 919-855-6861. Forms can be mailed to BEST Shared Service, 1425 Mail Service Center, Raleigh NC 27699-1425. Please do not fax and mail the same form; do either one. DO NOT send enrollment forms to Blue Cross Blue Shields.

**Can employees enroll into the NC Flex Vision plan during this State Health plan Annual Enrollment?**

No. Senate Bill 287 removes the eye exam effective January 1, 2010. Employees are covered for the remainder of the year and may be able to enroll during NC Flex Annual Enrollment for 2010.

**Can employees increase their NCFlex Health Care Flexible Spending account amount?**

No. OSP has determined that the increase in deductibles/co-pays does not qualify as a Life Event Change.

**Can employees select the SHP deductions to be paid on a Post-tax basis?**

Yes. During the ESS enrollment process, employees can deselect the Pre-Tax Deductions box. Employees also need to complete the SHP Flexible Benefit Plan (Section 125) Rejection Form located at [http://statehealthplan.state.nc.us/pdf/FBP\\_Enroll\\_2005.pdf](http://statehealthplan.state.nc.us/pdf/FBP_Enroll_2005.pdf). Send this form to BEST.

☒ Pre-Tax Deductions

◀ Previous Step

Select Dependents ▶

**When will the new rates and/or deductions be taken from employees' paychecks?**

The new deduction amount should occur in June.